



Legal Advisor

Class Code:
6762

Bargaining Unit:

GOVERNMENT OF THE VIRGIN ISLANDS
Revision Date: May 18, 2018

SALARY RANGE

\$0.00 Annually

DESCRIPTION:

Definition- This is responsible work related to varied legal areas. Work in this class is performed in accordance with established policies and procedures, but an employee is expected to exercise considerable judgement and initiative in performing this work. An employee is expected to review various contracts for the various government departments and agencies with the exception of minor matters, all work reviewed by the Legal Policy Director while in draft form.

DUTIES AND RESPONSIBILITIES:

Duties (Not all Inclusive) - reviews various types of contracts, including construction, supply, professional services contracts for deficiencies and inconsistencies; reviews amendments to contracts and other legal documents drafted by staff; drafts legal instruments, and memoranda pertaining to the Government of the Virgin Islands; prepares correspondence related to varied legal areas; performs legal research and analysis of legal issues, and attend conferences related to varied legal areas.

MINIMUM QUALIFICATIONS:

Requirements - Graduated from an accredited law school with one year experience in the practice of law, either governmental or nongovernmental, LL.B. or JD degree and Member in Good Standing of the Bar of the highest court of any state or territory (VI Bar Membership Preferred).

POSITION FACTORS:

Knowledge, Skill and Abilities
General knowledge with contract drafting and review
Ability to research complex legal issues
Strong analytical skill
Effective written and oral communication skills

Ability to provide independent advise
Proven ability to work independently and with minimal supervision
Ability to handle confidential information